



KING COUNTY
FISCAL SPECIALIST II
DEPARTMENT OF EXECUTIVE SERVICES
FINANCE & BUSINESS OPERATIONS DIVISION
FINANCIAL MANAGEMENT SECTION
Hourly Rate: \$15.72 – \$19.92
Job Announcement: 04LW4365
OPEN: 7/5/04 CLOSE: 7/21/04

WHO MAY APPLY: This position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Finance & Business Operations Division, Attn.: Jemima deVera, M.S. EXC-ES-0720, Exchange Building 7th Floor, 821 Second Ave, Seattle, WA 98104-1598.** Email applications are encouraged at **HR.FBOD@metrokc.gov**. Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above and those that are not complete may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required. Application forms may be found at: <http://www.metrokc.gov/ohrm/jobs/JobApplications.htm>.

WORK LOCATION: 821 2nd Ave, Exchange Building, Downtown Seattle, WA.

WORK SCHEDULE: This position is a full-time, overtime eligible position comprising of a 40-hour workweek; Monday – Friday, 8:00 a.m. – 5:00 p.m., and two weekends per year. This position will be paid on a bi-weekly system.

PRIMARY JOB DUTIES INCLUDE: This position is to perform high-level clerical, technical and administrative accounting duties in support of the Accounts Payable Unit of the Financial Management Section.

- Oversee accurate and prompt payment to King County vendors. Receive invoices, review necessary documentation to determine the validity of the payment in accordance with federal, state and local mandates. Interpret established policies, procedures and guidelines for payments to internal and/or external customers.
- Ensure correspondence and warrant mailings are conducted in a professional, timely manner and in compliance with IRS regulations.
- Ensure accuracy of descriptive information for invoice, account and financial coding.
- Enter billing and payment information into an automated accounting system. Possess the technical skills to work with an automated financial system and the ability to train internal customers on their processes.
- Review, analyze and reconcile various accounting reports. Compile financial data using the automated system and/or microfiche.
- Prepare monthly aging reports and historical reports as necessary for management review.

- Ensure returned warrants are cancelled or re-sent to vendors; vendor refunds are processed and deposited within 24 hours of receipt.
- Process and apply vendor credit memos to vendor account in timely manner.
- Prepare journal entries for the general ledger system, as necessary. Ensure month-end and year-end deadlines are met.
- Review, research and resolve problems related to incorrect or insufficient voucher information with the responsible clerk, purchasing division, systems control contact, vendors or users.
- Maintain the ability to cross-train on the manual ARMS/BUC AP system.
- Communicate effectively with vendors and internal customers to identify and correct errors and problems that may be delaying vendor payment.
- Research outstanding receipts and invoices and provide suggested resolutions to vendor and internal customers.
- Recognize and assign proper Washington State Sales and Use tax to invoices.

REQUIRED QUALIFICATIONS:

- Three years of clerical experience in an accounting field.
- Demonstrated experience with Accounts Payable IBIS automated financial reporting systems and personal computers.
- Working knowledge of generally accepted accounting practices and procedures is required.
- Ability to balance and reconcile accounting records and information.
- Ability to identify, analyze and interpret accounting records/data to determine the accuracy of and identify problems and reconcile records with established accounting practices is essential.
- Working knowledge of Word for Windows, Access, Excel, E-mail and the Internet.
- Organizational skills are essential; ability to perform work with limited direct supervision.
- Excellent oral and written communication skills.
- Ability to organize multiple tasks and to effectively handle vendor and customer concerns and needs that may have competing priorities.

DESIRED QUALIFICATIONS:

- AA in Accounting or equivalent Accounts Payable Experience.
- Experience using Oracle based Accounts Payable accounting program.
- Formal classes or training in bookkeeping, general accounting or business administration.

UNION MEMBERSHIP: Positions in this classification are represented by Local 117, Administrative Support bargaining unit.

CLASS CODE: 4101200